

KDE

**MUNIS FIXED ASSET
IMPLEMENTATION GUIDE
(FAI-9)**

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REVISED

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FIXED ASSET IMPLEMENTATION PROCESSING

OVERVIEW

This document provides a checklist for implementing Fixed Assets in MUNIS:

1. Establishing the validation of the fixed assets import file.
2. Establishing the Fixed Assets chart of accounts.
3. Establishing the Fixed Assets required parameters.
4. Establishing the input/import of the initial Fixed Asset valuation.
5. Processing fixed asset purchases after the initial valuation.

DEFINITION OF A FIXED ASSET

A Fixed Asset is any real or personal, stand-alone property that has an estimated life of greater than 1 year and an original cost equal to or greater than \$1,000 for GASB34 initial implementation of assets purposes. Technology is an exception to this rule: all workstations should be recorded as Fixed Assets.

Upon the initial GASB34 asset valuation, KDE recommends that each District work with their Auditor to establish a Capital Asset policy (see FAI-16), based on materiality, for the following assets purchases, with an estimated life of greater than 1 year:

- Land Improvements (suggested \$10,000- \$50,000).
- Building and Building Improvements (suggested \$10,000- \$50,000).
- Software(suggested \$5,000).
- Leasehold Improvements (suggested \$10,000- \$50,000).
- Infrastructure (5% of total assets).

All other categories of equipment will remain as initially defined, as any real or personal, stand-alone property with an original cost equal to or greater than \$1,000 and estimated life of greater than 1 year. Technology is an exception to this rule: all workstations should be recorded as Fixed Assets.

PROCESSING FIXED ASSETS INITIAL VALUATION IN MUNIS

As each asset is manually added or imported into MUNIS, edits and validations on each required field are performed. Verification and data analysis of the initial asset data prior to import is required to successfully input the asset data in a timely fashion into the Fixed Assets module.

Checklist for Validation of Fixed Asset Valuation File

The following steps will assist in validating and customizing the initial valuation data as needed before importing into MUNIS to minimize the possible errors and ensure the accuracy of the implementation of the initial asset file. Districts should document changes to the file and include such documentation with the original valuation reports for future reference and auditing purposes.

Reconcile, analyze and update asset data within the electronic valuation file by importing the ASCII file into a district selected software package such as Notepad, MS-Access or MS-Excel. Keep in mind; the file will need to retain the correct ASCII file layout (**APPENDIX B**) specifications with proper field lengths for a successful MUNIS import. MS-Excel does not provide the capability to convert the modified file to the correct required ASCII file layout required for importing into MUNIS. Notepad and MS-ACCESS can be used to convert the MS-Excel modified file into the correct ASCII file layout.

- ☐ 1. Verify the valuation hard copy report total dollar amount and total number of assets to totals of the data file by location and grand totals. The totals on the data file will need to be calculated by District after importing the ASCII file using the software application tool desired, EXCEL, ACCESS, etc. Reconcile and identify any discrepancies.

NOTE: Districts should ensure that the RFP requires that valuation companies provide a hard copy report with sub-totals broken down in a manner that can be reconciled to the data file provided. For example, the valuation company should provide a hard copy report broken down by location or sub-class code or department code, etc. with sub-totals for each.

- ☐ 2. Verify the total number of tags used to the total number of assets in the file and hard copy report. Make sure that any damaged or voided tags are accounted for as well. Reconcile and identify any discrepancies.
- ☐ 3. Verify the first field of the file to contain a tag number that is left justified for all assets, including buildings, land and vehicles (if included in the import file.)
- ☐ 4. Verify that each asset contains a class and sub-class code that matches the KDE standards in **Appendix C**.
- ☐ 5. Verify the estimated life of assets for each sub-class to the KDE standards in **Appendix C**. Valuation companies and districts have a copy of the standards.

- ☐ 6. Verify the total data field length and total file length to the import file specifications in **Appendix B**. Valuation companies and districts have a copy of the MUNIS file specifications. For example the MUNIS location field is only 4 characters in length so the valuation file would not be able to use the school name in the location field
- ☐ 7. Verify the data field contents to the MUNIS required fields as specified in **Appendix B**. Districts should insist that the valuation company use the same field names on the report as MUNIS uses to make sure there is no confusion on what is contained in the report and data file
- ☐ 8. Verify the asset acquisition dates exists for each asset and is in the format of mm/dd/yyyy.
- ☐ 9. Verify the Status Field for all assets for the initial valuation is “N”.
- ☐ 10. Verify the asset acquisition cost and replacement cost fields for all assets is not \$0 or null and update as needed.
- ☐ 11. Verify the Department Code of assets to the KDE standards in **Appendix D**. The department code should reflect the correct function of the asset. The majority of the assets will contain the function 1100 Instructional or 3100 Food Service.

For GASB 34 statement reporting purposes, Day-Care and Adult Education assets should only be classified under 3200 and 3400, if their operations are to be reported as Proprietary, otherwise such assets should be classified as 3300 Community Services under Governmental Funds and identified as Day-Care or Adult Education with the custodian code.

NOTE: Districts should have provided the valuation company a listing of department codes applicable to the locations before the initial valuation began to ensure that department codes being used are reasonable for the locations and description of the asset on the data file. If this matrix was not provided, it is the District’s responsibility to determine the appropriate department code and apply to each asset. Check the data file for any non-standard department codes or that may be “99999” or blank and update before importing the file into MUNIS. The department code will help automatically default some of the information in MUNIS upon import.

- ☐ 12. Verify the accuracy of Class and Sub-class code fields assigned to the assets by checking the description of the asset to make sure it logically matches the class and sub-class codes assigned. For example: if you have a class code of

30 then the only valid sub-class codes are 310, 320, or 330. Valuation companies and districts have a copy of the standards.

- ☐ 13. Verify that all items for Food Service are truly food service items and not instructional or maintenance items that may be located in the cafeteria or kitchen. For example, just because a floor scrubber or a piano may be located in the cafeteria at the time it is tagged, these are not food service items. All food service items should have a department code of 3100, class code of 50, and sub-class code of 520.
- ☐ 14. Verify assets within each specific function to ensure the correct coding of the corresponding Fixed Asset Department Codes such as Transportation assets contain a department code of 2700 and Family Resource center assets have 3300, etc.
- ☐ 15. Sub-class code 510, Rolling Stock, is for items such as lawn mowers and other unlicensed vehicles. For example: Lawn mowers should be sub-class code 510 and department code 2600.
- ☐ 16. Look at items in sub-class code 550 to make sure they should not be in a different subclass.
- ☐ 17. All Copiers/Photocopiers should use class code 30 and sub-class 330.
- ☐ 18. Always verify the acquisition cost of the district's RS/6000 and other specific assets of which may have invalid amounts. Valuation companies have been close in the cost of the base unit, however, if the unit was upgraded with memory or disk space on initial purchase, the cost the valuation company provides may not be correct.

NOTE: Valuation companies will not provide a perfect or finalized file for implementation purposes. They should provide a listing of assets tagged and associated amounts using the KDE codes and district location/function numbers if provided by the district at the point of which the valuation /tagging services are rendered. KDE has also provided the districts with several documents outlining the minimal requirements which are available on the web as FAI-1 Asset MGT Implementation Guide and FAI-2 Asset Validation Guide. However, if a district fails to take measures in following the procedures and working with the valuation companies in providing a list of location and corresponding Fixed Asset Department/function codes, then it is the district's responsibility to make such adjustments to the file during their process of validating the data and customizing the file in preparation of importing into MUNIS.

Districts should document significant changes to the file and include such documentation with the original valuation reports for future reference and auditing purposes.

SYSTEM SET UP FOR FIXED ASSETS

Implementing and processing of Fixed Assets in accordance with GASB34 involves several modules within MUNIS. Purchases of assets after the initial valuation of Fixed Assets are tracked by flagging line items on Purchase Orders as Fixed Assets. Managing and reporting of Fixed Assets is possible through the Fixed Assets and General Ledger modules. Two asset account methods, Governmental and Proprietary (Business-Type) funds, are used to track the reportable asset activity.

Checklist for Set Up of Fixed Assets Chart of Accounts

The following list should be completed from the General Ledger module in MUNIS under the menu option **SET-UP/CHART OF ACCOUNTS** by selecting the specific menu options as indicated in the steps below: **(Use “all caps” for the description of all new organization and object codes)**

- ☐ 1. Add the Fixed Assets funds 8 for “GOVERNMENTAL ASSETS” and 81 for “FOOD SERVICE ASSETS” in **Segment Code F/M** (segment number 1 for Fund). **See matrix of account segments for adding org codes on page 7.**
NOTE: If applicable, add Funds 82 for “DAY CARE ASSETS” and 84 for “ADULT EDUCATION ASSETS”.
- ☐ 2. Add the balance sheet ORG CODES for each new fund in **Organization Code F/M** (*80-FIXED ASSETS-GOVERNMENTAL, 81-FIXED ASSETS-FOOD SERVICE, etc.*). See matrix under step 14 for segment code details.
NOTE: Select OK and continue adding the ORG code upon receiving the message “The Fund X has not been defined in GL FUND ATTRIBUTES.
- ☐ 3. Add and/or Update the fixed assets related object codes in **Object Code F/M** found in **Appendix A**.
- ☐ 4. **Update** all possible expenditure object codes “E” type used for purchases of fixed asset in **Object Code F/M** by setting the Fixed Assets flag as “Y”. (Normally the 07XX category will complete this selection such as 0734 for Computers, etc.)
- ☐ 5. Begin creating the Fund attributes in the **Fund Attributes F/M** for funds 8, 81 and applicable funds 82 and 84 using “ADD” and enter Fund Code 8
NOTE: The Fund attribute flag for MULTI-YEAR is “Blank” for No and Fund Type “G” for fund 8 and “P” for funds 81, 82 and 84.
- ☐ 6. Create the Org and Object code combinations required in **G/L Account F/M** under the **Set-Up Chart of Accounts Menu** in the General Ledger module.

Combine the new org 80 added in step 2 with the new balance sheet object codes 6201-8710 and the other object codes required to establish the Fixed Asset related funds as follows: 6101,6301,6302,7601,7602,7603,7421, 8753, 8755, and 8770. (Repeat for funds 81, 82 and 84, if applicable, using 8711 instead of 8710.)

- ☐ 7. Continue creating the Fund attributes in the **Fund Attributes F/M** for funds 8, the choosing the following steps: "COPY" and enter Model Fund **51**, Target Fund **8**, Target Org **80**, and Target Cash Org **10**.
- ☐ 8. Update or Add the object portion of "FUND BALANCE, UNRESERVED UNDESIGNATED" and "BUDTETARY FUND BALANC-UNRESERVED" on the "2SCR" screen from 8770 to 8710 for fund 8.
- ☐ 9. Continue creating Fund attributes for fund 81 as defined in the previous step using Model Fund **8**, Target Fund **81**, Target Org **81**, and Target Cash Org **10**. (Repeat this step to establish funds 82 and 84, if applicable.)
- ☐ 10. Update or Add the object portion of "FUND BALANCE- UNRESERVED UNDESIGNATED" and "BUDTETARY FUND BALANC-UNRESERVED" on the "2SCR" screen to 8711 for fund 81, if applicalbe, funds 82 and 84.
- ☐ 11. Delete the Org and Object code combinations 80-8770, 81-8770, 82-8770 and 84-8770 in **G/L Account F/M** as they will not apply.
- ☐ 12. Change the General Ledger history for related Asset and Accumulated Depreciation object codes previously recoded in Fund 51 (account codes 51-6201 or 51-6241 for machinery and equipment to 51-6251) to the new Fixed Asset Balance Sheet asset object codes (see **Appendix A**) in **Change G/L Account Code**.
- ☐ 13. Add the new functions 2100-3400 required for the KDE Standard Functions for depreciation expense in General Ledger's **Segment Code F/ M**. (See **Appendix D** for the listing of function/departments codes required for fixed assets.)

- ☐ 14. Create the new org codes in **Organization Code F/M** as indicated in the matrix below.

							GOVERNMENTAL FIXED ASSET ORGS	
TYPE	FUND	UNIT	FUNC	PROG	IL	ORG	30 CHARACTER DESCRIPTION	10 CHAR
B	8	000	0000	000	00	80	FIXED ASSETS - GOVERNMENTAL ASSETS	BAL FA GA
R	8	001	0000	000	00	880	FIXED ASSETS-GOVERNMENTAL REVENUE	FA REVENUE
E	8	000	1100	000	00	8881100	DEPRECIATION - INSTRUCTION	DEPR INST
E	8	000	2100	000	00	8882100	DEPRECIATION - STUDENT SUPPORT SERVICES	DEPR STUDENT
E	8	000	2200	000	00	8882200	DEPRECIATION - INSTRUCTIONAL SUPPORT SERVICES	DEPR INS SUP
E	8	000	2300	000	00	8882300	DEPRECIATION - DISTRICT ADMINISTRATION	DEPR DIS AD
E	8	000	2400	000	00	8882400	DEPRECIATION - SCHOOL ADMINISTRATION	DEPR SCH AD
E	8	000	2500	000	00	8882500	DEPRECIATION - BUSINESS SUPPORT SERVICES	DEPR BUS SUP
E	8	000	2600	000	00	8882600	DEPRECIATION - PLANT	DEPR PLANT
E	8	000	2700	000	00	8882700	DEPRECIATION - STUDENT TRANSPORTATION	DEPR TRANS
E	8	000	2800	000	00	8882800	DEPRECIATION - CENTRAL OFFICE SUPPORT	DEPR CENT
E	8	000	3300	000	00	8883300	DEPRECIATION - COMMUNITY SERVICES	DEPR COMM
							BUSINESS TYPE ASSET ORGS	
B	81	000	0000	000	00	81	FIXED ASSETS - FOOD SERVICE	BAL FA SFS
R	81	001	0000	000	00	810	FIXED ASSETS - FOOD SERVICE TYPE REVENUE	FA REVENUE
B	82	000	0000	000	00	82	FIXED ASSETS - DAY CARE OPERATIONS	BAL FA DC
R	82	001	0000	000	00	820	FIXED ASSETS - DAY CARE TYPE REVENUE	FA REVENUE
B	84	000	0000	000	00	84	FIXED ASSETS - ADULT EDUCATION OPERATIONS	BAL FA ADULT
R	84	001	0000	000	00	840	FIXED ASSETS - ADULT EDUCATION TYPE REVENUE	FA REVENUE
B	8X	000	0000	000	00	8X	FIXED ASSETS - OTHER BUSINESS ACTIVITIES	BAL FA OTHER
R	8X	001	0000	000	00	8X0	FIXED ASSETS - OTHER BUSINESS TYPE REVENUE	FA REVENUE
E	81	000	3100	000	00	0008101	DEPRECIATION - FOOD SERVICE ASSETS	DEPR SFS
E	82	000	3200	000	00	0008201	DEPRECIATION - DAY CARE ASSETS	DEPR DAY CARE
E	84	000	3400	000	00	0008401	DEPRECIATION - ADULT EDUCATION ASSETS	DEPR ADULT ED
E	8X	000	XXXX	000	00	0008X01	DEPRECIATION - OTHER BUSINESS ASSETS	DEPR OTHER

NOTE: The account code structure of the depreciation expense org codes associated with Fixed Asset Funds are different from the normal KDE org codes.

- ☐ 15. Combine the fixed assets "E" expenditure type Organization codes created in the previous steps with 0740 Depreciation Expense Object code and "R" revenue type organization code with 1930 Gain/Loss on Sale of Assets in **G/L Account F/M**.

Checklist for Set Up of Fixed Asset Parameters

- ☐ 1. Add the user(s) and associated permissions for the “Fixed Asset” module in **MUNIS ID Code Permissions Table** under the *MUNIS System Administration Menu* in the System Admin & Report Writer section.

NOTE: Fixed Asset Super User [Y] –Permissions set to perform all of the available functions in the module and overrides any permission fields set to “N”.

- ☐ 2. Establish the Parameters required for processing fixed assets in the **Fixed Assets Parameter Maintenance** under the *Auxillary Programs* in the Fixed Asset module. The following fields need to be updated:

- “*Last Automatic Asset Number*”-[10,000] (if the bar code labels begin with 10,001)
- “*Create Asset Number by*” [N] for Next Number
- “*Default Depreciation Method*” [2] for Monthly STR-Line
- “*Update GL*” [Y]
- “*Capitalization Amount*” [0] for workstations < \$1000
- “*Import/Export Available*” [Y]

NOTE: Access to this field is allowed ONLY after simultaneously selecting “Ctrl –T” from the *Update Last Depreciation Period/Year* field and then backspacing to the *Import/Export Available* field to enter “Y”.

- “*For Monthly Depreciation Assets, Last Depreciation Period/Year*” and “*For Yearly Depreciated Asset, Last Depreciation Year*” – Period/Year prior to the system default period or the period/year PRIOR to the period through which accumulated depreciation should be calculated for the inventoried assets.
- “*Default Acquisition Date Method*” [] P Purchase Order

[X] I Invoice

[] T Today’s Date

NOTE: Update the default date field applicable to the District’s determined Asset receiving policy; it is recommended using Acquisition Date.

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- ☐ 3. Verify that the “*CLAS*” codes in the **Miscellaneous Codes F/M** under the *Auxillary Programs* in the Fixed Asset module contain records. The KDE Standard Class codes (**Appendix C**) should have been automatically applied in the system.
- ☐ 4. Verify that the **Sub-Class Codes Maintenance** table under the *Auxillary Programs* in the Fixed Asset module contains records. KDE Standard codes (**Appendix C**) should have been automatically updated in the system.
- ☐ 5. Create the “*Custodian Codes*” in **Custodian Codes Maintenance** under the *Auxillary Programs* in the Fixed Asset module. A record should be created for all possible custodians responsible for the fixed assets. E.G. Code 001 for Building Principal (one code for all schools), 002 for Maintenance Director, 003 for Transportation Director, etc
- NOTE: Title1 or 310X could be the custodian for reporting purposes of all Title 1 assets .**
- ☐ 6. Verify that the **Department Codes Maintenance** table under the *Auxillary Programs* in the Fixed Asset module contains records. The State’s standards for the Department code should have been automatically updated in the system. (**Appendix D**)
- NOTE: “Account Method” should be “P” for Department codes 3100, 3200 and 3400.**
- ☐ 7. Update “*Department Codes*” with *Default Custodian* (if applicable) to avoid additional maintenance of required field during initial adding or importing of assets. E.G. Department code 1100 for Regular Instruction could have a custodian code of 001 etc.
- NOTE: Modification of the Custodian Code to certain codes, such as Title1 or Perkins, is recommended after the initial implementation as the Default Custodian Code will cover the majority of the assets under each Department.**
- ☐ 8. Create “*Location Codes*” in the **Miscellaneous Codes F/M** under the *Auxillary Programs* in the Fixed Asset module to correspond to the Location codes used during the valuation. The code *LOC* should represent a location code for each building in the district containing fixed assets. Districts have the option to use the district unit number (G/L account segment) or a district identified property unit number.

- ☐ 9. Create “*Adjustment Codes*” in **Miscellaneous Codes F/M** under the *Auxillary Programs* in the Fixed Asset module. MUNIS requires an *ADJU* for all Improvement and Adjustment type transactions processed against active assets in the Fixed Asset module.
- ☐ 10. Create “*Disposal Reasons*” in **Miscellaneous Codes F/M** under the *Auxillary Programs* in the Fixed Asset module. MUNIS requires an *DISP* code for all Retirements and Disposal type transactions processed against active assets in the Fixed Asset module.

Checklist for Input/Import of the Initial Fixed Asset Valuation

After the initial valuation of assets has been completed and verified, the assets need to be added to MUNIS either manually or directly imported by the Import function in the Fixed Asset module. Regardless of the methods used to create the inventory, the following procedures provide the steps necessary to input/import the fixed assets inventory in a district.

Assets Imported via ASCII File Format:

Asset records provided in an ASCII file media from either outside valuation services or from the district should be in the required data format as detailed in the previous **Checklist For Validation of Fixed Asset Import File** and proceed to the step 1 below.

NOTE: The file should be named **upload.txt**

Assets Entered Manually:

Asset records manually entered into the Fixed Asset module should use the **KDE Standard Asset Codes as described in Appendices C and D** and proceed with step 15 below.

- ☐ 1. Transfer the inventory files from a PC or a Macintosh to the RS6000 for processing as outlined in the procedures *Transferring Files between the RS6000 and a Workstation (OSA-9)* in the *System Administration User Guide*. If the file was exported out of AssetTrak 2000, the file will then exist on the hard drive.

NOTE: A permissions issue in MUNIS requires the same user transferring files to the RS6000 to be the same user importing the data into the Fixed Assets Module.

- ☐ 2. Import the fixed asset file into MUNIS from the **Import/Export to ASCII** menu under *Fixed Asset Processing Menu* of the Fixed Asset module. Select “Z=ASCII–Import” then select “Define” and enter the following Import path/file name as: **/fms/munis/spooldir/upload.txt** The import will be executed after selecting *Process* from the ring menu.

Note: Correct all errors that may occur prior to importing and note the number of records successfully imported.

- ☐ 3. Verify the total number of asset records imported by selecting “Find” for all assets from **New Assets & General Maint** under the *Fixed Assets Processing Menu*. The total number of assets imported should tie to the total number of assets of the initial inventory.
- ☐ 4. Verify the number of Food Service type asset records by a doing a “FIND” for “Dept” 3100 from **New Assets & General Maint** under the *Fixed Assets Processing Menu* and compare this total to the number of records found when doing a “Find” for “Account Method” type P for all Proprietary type assets.

(Other business type assets with “Dept” 3200 for Day Care and 3400 for Adult Education should be included in the “*Find*” by Dept code to compare to the total number of records found for “Account Method” type P assets.) Update any other “business” type assets with “Dept” 3100, 3200 and 3400 to a “P”roprietary accounting method that may need to be changed from the original Dept assigned.

NOTE: The “Account Method” default is established on the Department Code table.

- ☐ 5. Verify the number of asset records in MUNIS to the number of records to the district asset files of the initial valuation for each Class code. Accessing the records by “Class” field from the **New Assets & General Maint** under the **Fixed Assets Processing Menu**.
- ☐ 6. Access the records by a specific “Asset “, “Location” or “Sub-Class” code by selecting “*Find*” from **New Assets & General Maint** under the **Fixed Assets Processing Menu** to update any asset as required. Select “**UPDATE**” from the ring menu to update fields for each fixed asset accordingly.

NOTE: The Custodian Code is a required field that is not included in the import file. MUNIS will automatically populate this field during the import, for those assets coded with a default Custodian Code on the Department Code table. (See step 7 in the above Checklist for Fixed Assets Parameter.)

NOTE: Imported records containing data in the “*Manufact*” field of assets will be validated against the Manufacture Code table in the Fixed Asset module upon selecting “*Update*”. MUNIS allows the Manufacture Code to be added on the fly from the **New Assets & General Maint** screen.

- ☐ 7. Verify the imported data for accuracy on several assets, per sub-class, paying particular attention to the following fields:

- Dept
- Tag # and Asset # (should be the same)
- Sub-Class
- Custodian
- Acquis Date

Select “**2nd**” screen to verify the following fields:

- Est Life- screen 2
- Acquis Cost, Curr Book and Replace Cost (should all be the same)
- Depreciation? and Capitalization? (both default to “Y”es)

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- ☐ 8. Verify the number of asset records imported to the number of records of the district asset files of the initial valuation by accessing the records by “Fiscal Year” field from the **New Assets & General Maint** under the *Fixed Assets Processing Menu*. MUNIS automatically populates this field to the system’s current operating year at the time of entry of each asset record. Update any records to the correct fiscal year as needed.
 - ☐ 9. Due to the system default of setting the Depreciation? flag to Y for all assets; update the “Depreciation?” Flag to N on the 2nd screen for land sub-class 110 and Construction Work in Progress sub-class 610 assets not to be depreciated.
 - ☐ 10. Update the “Capitalize?” Field to N on the 2nd screen for those assets that the district may desire not to capitalize that are <\$1,000 but tracked for inventory purposes.
 - ☐ 11. This is an optional step. Add any additional information about each asset that may be desired such as warranty, maintenance, insurance or repairs by accessing the associated screens identified at the bottom of **New Assets & General Maintenance** under the **Fixed Assets Processing Menu** screen.

NOTE: This information is not required for implementation purposes and can be added later.

- ☐ 12. Manually add assets not imported such as land, buildings, buses, vehicles, and capital operating leases. Manually add these assets from **New Assets and General Maint** under the *Fixed Assets Processing Menu* screen of the Fixed Asset module.
- ☐ 13. If desired, generate a report (*this is a large report*,) **Asset Depreciation List**, from the **Fixed Asset Inquiries and Report** menu by DEPT or ASSET range to verify that all fields (specified in step 7 above) have been updated accordingly.
- ☐ 14. Contact Jill Page at KDE for the faassign.txt file.

Transfer the faassign.txt file from the PC or Macintosh to the RS6000 for processing as outlined in the procedures **Transferring Files between the RS6000 and a Workstation (OSA-9)** in the *System Administration User Guide*.

NOTE: A permissions issue in MUNIS requires the same user transferring files to the RS6000 to be the same user importing the data into the Fixed Assets Module.

- ☐ 15. Apply the Fixed Asset related accounts to each asset by running the Account Assignment Utility the “**faactimp**”. This utility/function automatically assigns the 4 required General Ledger accounts to each asset based on the account type, department code and sub-class code.

NOTE: It is the responsibility of the district to update the faassign.txt file for differences associated with KDE Standard Department codes, Sub-Class Codes and related General Ledger accounts.

Select Admin, (D) Miscellaneous Admin, (A) System Update. Select "Update-System" from the ring menu option and enter "**faactimp**" in the Update Program field. Select "Y" to proceed with the execution of this utility.

Enter the following Import path/file name as:

/fms/munis/spooldir/faassign.txt to direct the utility to the correct file containing the fixed asset account assignment codes.

The import will be executed after selecting "Process" from the ring menu.

NOTE: The number of records processed should be 4 times the number of records imported. If any errors occur, make the necessary adjustments as indicated to successfully assign the 4 required General Ledger accounts.

- ☐ 16. Create the "Beginning Asset Balances" for all assets acquired prior to the current report year, select "Find" from the ring menu option of **New Assets & General Maint** for all assets having a "Date Acq" of <07/01/CY. This will create the Beginning Asset Balance, activating the assets and changing their asset status from "N" to "A". A FAA journal entry will be created.

Select "*GL-Post*" from the ring menu option of **New Assets & General Maint** under the *Fixed Assets Processing Menu* screen.

Modify the "*GL Effective Date*" to **June 30, 200X**

Modify the "*Year/Period*" **200X 13**.

(Where X reflects PRIOR YR for the reporting of Fixed Assets for GASB34.)

NOTE: Creating accurate Beginning Asset Balances as of June 30, PRIOR YR is required for the reporting of Fixed Assets for GASB34. Based on the timing of the creation/valuation of the initial asset file, most initial asset files will contain both assets purchased prior to the current year and asset purchased during the current year. Asset balances need to be reflected in the corresponding Net Asset Balances within the GASB34 reports based on asset acquisition dates. Creating the "Beginning Asset Balances" for the prior year can be accomplished by separately posting assets acquired prior to the beginning of the GASB34 report period to Period 13 of the prior year. All assets acquired during the GASB34 reporting year should be included in the CHANGE IN NET ASSET for the current year and should be posted to the current year.

- ☐ 17. Select "*Y-POST*" and "*Output*" to generate a listing of the Fixed Asset Journal entry for verification before posting. Verify each Balance Sheet

account total to total number of dollars of the corresponding "CLASS" Code of the district initial asset valuation file listing (Valuation Report or District generated asset listing).

- ☐ 18. Upon verification of the printed data and/or modification of the asset data, select "Yes" to the message "Are you sure you want to Post/Activate these Assets". A FAA journal entry to the General Ledger upon reviewing and approving of the initial asset detail.

NOTE: Retain this report in support of the General Ledger detail and for auditing purposes.

- ☐ 19. Verify data in the Fixed Asset Module to the General Ledger for the GASB34 Net Asset Beginning Balance by processing the **Asset (History) List** under *Inquiries and Reports Menu* from the Fixed Asset module. Verify the **total** asset dollars posted by "CLASS" Code by Asset Type (Governmental and Proprietary) in the Fixed Assets module to the corresponding General Ledger Balance Sheet Asset object codes.

For Example: *Class Range 20* for *Asset Type Governmental* amounts for Asset ACT = GL Account Inquiry for Org/Obj 80-6221

And *Class Range 50* for *Asset Type Proprietary* amounts for

Asset ACT = GL Account Inquiry for Org/Obj 81-6251

NOTE: To obtain a report of only totals by CLASS CODE, the report must be produced SEPARATELY for each CLASS CODE indicating NO for the following fields (leaving the options as "Y" produces a large detailed report listing of each asset within each Class code.)

1. Page break on Department [N]

2. List Department Detail [N]

3. List Asset Detail [N]

- ☐ 20. Update the **Parameter Maintenance** screen under the *Auxiliary Programs* menu of the Fixed Asset:

"For Monthly Depreciated Assets, Last Depreciation Period/Year" = 11/200X

Where X reflects PRIOR YR for the reporting of Fixed Assets for GASB34. Accumulated Depreciation balances need to be reflected in the corresponding Net Asset Balances within the GASB34 reports posted in step 18. Inception-to-date depreciation for these assets will be calculated through period 12 but posted to period 13.

- ☐ 21. Calculate accumulated depreciation for all assets acquired prior to the current report year and **post to period 13** of the prior GASB34 implementation year

from the **Depreciate Assets** menu under *Fixed Assets Processing Menu* in the Fixed Asset module. Select *Define* and verify the following fields:

“*Depreciation frequency*”= **Monthly**

“*Depreciation to be taken for year/period*” = **200X 12 (X=PRIOR YR)**

“*Last taken for year/period*” = **200X 11 (X=PRIOR YR)**

Hit “Escape” to select all assets to be depreciated, **ONLY if ALL ACTIVE ASSETS in MUNIS were purchased prior to the current GASB year.**

Otherwise, enter the range of asset numbers to be included in the calculation of Beginning Net Assets.

- ☐ 22. Select “Process” from the ring menu option and **update** “J/E Year/Period” to **200X 13**, where X reflects PRIOR YR for the reporting of Fixed Assets for GASB34 and hit “Escape”.

- ☐ 23. **Output a listing of the assets to verify before posting depreciation.** Verify the output of the depreciation process data before selecting the “Post” to complete the posting of the FAD journal entry to the General Ledger.

NOTE: Retain a copy both the output from “Displaying” the accounts and the FAD journal entry in support of the General Ledger detail and for auditing purposes.

- ☐ 24. Activate or Post the assets acquired during the current GASB34 reporting year. Select “Find” from the ring menu option of **New Assets & General Maint** for all assets having a “Date Acq” of $\geq 07/01/CY$. Select “GL-Post” from the ring menu option of **New Assets & General Maint** under the *Fixed Assets Processing Menu* screen. A FAA journal entry will be created and posted to the desired report period for the current year.

- ☐ 25. Output the Fixed Asset Journal entries before posting and verify each Balance Sheet account total to total number of dollars of the corresponding “CLASS” Code of the district initial asset valuation file listing (Valuation Report or District generated asset listing).

- ☐ 26. Select “Y-POST” to post the FAA journal entry to the General Ledger upon reviewing and approving of the initial asset detail.

NOTE: Retain this report in support of the General Ledger detail and for auditing purposes.

- ☐ 27. Verify data in the Fixed Asset Module to the General Ledger for the GASB34 Net Asset Beginning Balance by processing the **Asset (History) List** under *Inquiries and Reports Menu* from the Fixed Asset module. Verify the **total** asset dollars posted by “CLASS” Code by Asset Type (Governmental and

Proprietary) in the Fixed Assets module to the corresponding General Ledger Balance Sheet Asset object codes.

For Example: *Class Range 10* for *Asset Type Governmental* amounts for Asset ACT = GL Account Inquiry for Org/Obj 80-6201 and 6211 (if applicable)

And *Class Range 50* for *Asset Type Proprietary* amounts for

Asset ACT = GL Account Inquiry for Org/Obj 81-6251

NOTE: To obtain a report of only totals by CLASS CODE, the report must be produced SEPARATELY for each CLASS CODE indicating NO for the following fields (leaving the options as “Y” produces a large detailed report listing of each asset within each Class code.)

4. Page break on Department [N]

5. List Department Detail [N]

6. List Asset Detail [N]

- ☐ 28. Depreciation for the assets purchased in the current GASB report year can be processed later during normal monthly or yearly processing to include the depreciation of all assets purchased (including assets received after initial valuation) for the current report period/year. At that time, the **Parameter Maintenance** screen under the *Auxiliary Programs* menu of the Fixed Asset:

“For Monthly Depreciated Assets, Last Depreciation Period/Year”= P/200C

For Yearly Depreciated Assets, Last Depreciation/Year”= 200C

Where P reflects PRIOR Month of the desired report period and C reflects current GASB34 year.

- ☐ 29. Verify data in the Fixed Asset Module to the General Ledger for the GASB34 Net Asset Beginning Balance by processing the **Asset (History) List** under *Inquiries and Reports Menu* from the Fixed Asset module. Verify the **total** asset dollars posted by “CLASS” Code by Asset Type (Governmental and Proprietary) in the Fixed Assets module to the corresponding General Ledger Balance Sheet Asset and Accumulated Depreciation object codes.

For Example: *Class Range 20* for *Asset Type Governmental* amounts for Asset ACT = GL Account Inquiry for Org/Obj 80-6221

Depreciation=GL Account Inquiry for Org/Obj 80-6222.

And *Class Range 50* for *Asset Type Proprietary* amounts for

Asset ACT = GL Account Inquiry for Org/Obj 81-6251

Depreciation=GL Account Inquiry for Org/Obj 81-6252.

NOTE: To obtain a report of only totals by CLASS CODE, the report must be produced SEPARATELY for each CLASS CODE indicating NO for the following fields (leaving the options as “Y” produces a large detailed report listing of each asset within each Class code.)

7. Page break on Department [N]

8. List Department Detail [N]

9. List Asset Detail [N]

- ☐ 30. Data can also be verified using the **Asset History By GL Account** from the Fixed Asset module (option K under *Inquiries and Reports Menu*) for each specific Fixed Asset Fund and Balance Sheet Asset and Accumulated Depreciation Account (for example: fund 8 and obj 6201, 8 and 6202 etc.) To process the report begin with the following steps:

Select “*Seg-Find*” and identify the account segment or org/object

Select “*Define*” specific report ranges such as Year/Period and Asset Type

Select “*Process*”

Select “*Output*”

Checklist for Processing Fixed Asset purchases After the Initial Valuation

From the day the initial inventory has been completed, all purchases of new Fixed Assets should be processed in the MUNIS Purchase Order system. Reporting capability is available in MUNIS to identify all Purchase Order line items and associated Invoices flagged as “Y” for Fixed Assets to provide tracking of all possible assets purchased upon the valuation. Identifying such records, allows the district to minimize the gap of possible assets purchased but not tagged to avoid large discrepancies of assets during annual inventory. Integration capability of records flagged as Fixed Assets from the Purchase Orders module into the Fixed Assets module is possible by a function in the Fixed Asset module of which one suspense record per item (one per quantity of each line item) of the Purchase Order is created.

NOTE: Items not purchased or tracked through the MUNIS Purchase Order module should be entered manually into the Fixed Assets module. E.G. Donated items and capital operating leases.

- ☐ 1. Set up Purchase Order Procedures for submitting and processing purchases of fixed assets. Each fixed asset should be on a separate line item and flagged as a Fixed Assets on the Purchase Order.
- ☐ 2. Set up procedures for processing accounts payable invoices for fixed assets, verifying that possible asset purchases are on a separate line item of the invoice and flagged as a Fixed Asset.
- ☐ 3. Set up procedures (centralized or decentralized) for receiving and tagging of new Fixed Assets.
- ☐ 4. As each asset is received and tagged, record and forward the applicable asset related information required for creating a record in the Fixed Asset Module as follows:
 - a. P.O. #
 - b. Tag #
 - c. Serial #
 - d. Location of asset
 - e. Fixed Asset Department (Function of asset)
 - f. Sub-Class Code

- ☐ 5. Determine the necessary procedures required within MUNIS for the application of the desired Default Acquisition Date for all fixed asset records and set accordingly on the Fixed Asset Parameter Maintenance table.

NOTE: Modification of the Fixed Asset Master record Acquisition Date related fields are allowed if the MUNIS defaults do not apply according to the District Policy. Modification will be required for each Fixed Asset master record on the New Assets & General Maintenance menu “Date Acq” field of screen 1 and fields “Last Inv Date”, “Scheduled Repl Date” and “First Year/Period “ of screen 2.

- ☐ 6. Generate temporary Fixed Asset records from Purchase Order line items flagged as Fixed Assets by selecting “1-PO” from the **Fixed Asset Work File Maintenance** menu under *Fixed Assets Processing Menu*. Follow the detailed Fixed Asset processing procedures provided by MUNIS.

- ☐ 7. Verify temporary Fixed Asset records created for possible duplication of records that may be included in the original valuation or items flagged in error. Eliminate such items flagged as Assets in error by deleting the temporary work record imported in the previous step.

- ☐ 8. Update the Fixed Asset work records for associated asset related information, matching the asset related information by Purchase Order and line item for all Fixed Assets received and tagged since the initial valuation. Follow the detailed Fixed Asset processing procedures provided by MUNIS for creating asset records from the **Fixed Asset Work File Maintenance** to the **New Assets & General Maintenance** programs.

- ☐ 9. Verify the asset records created in the **New Assets & General Maint** verifying the “Date Acq” and related fields resulting from the Fixed Asset Parameter table current default.

NOTE: Modification of the Acquisition Date may be required by the District Auditors. Currently, the system defaults to the Purchase Order date as opposed to the Received or Payment date.

- ☐ 10. Update the “Manufact” and “Model” information of each asset including any other desired additional information such as warranty, maintenance, insurance or repairs by accessing the associated screens for each asset.
- ☐ 11. Update the “Depreciation?” Flag to N on the 2nd screen for land sub-class 110 assets not to be depreciated. Currently, the system defaults to “Y” for all assets.
- ☐ 12. Update the “Capitalize?” Field to N on the 2nd screen for those assets that the district may desire not to capitalized but track for inventory purposes.

-
- ☐ 13. Add any additional information about each asset that may be desired such as warranty, maintenance, insurance or repairs by accessing the associated screens identified at the bottom of *New Assets & General Maintenance* under the **Fixed Assets Processing Menu** screen.
- ☐ 14. Apply the Fixed Asset related accounts to each asset by running the Account Assignment Utility the “**faactimp**”. This utility/function automatically assigns the 4 required General Ledger accounts to each asset based on the account type, department code and sub-class code.

NOTE: It is the responsibility of the district to update the faassign.txt file for differences associated with KDE standard Department codes, Sub-Class Codes and related General Ledger accounts.

Select Admin, (D) Miscellaneous Admin, (A) System Update. Select “Update-System” from the ring menu option and enter “**faactimp**” in the Update Program field. Select “Y” to proceed with the execution of this utility.

Enter the following Import path/file name as:

/fms/munis/spooldir/faassign.txt to direct the utility to the correct file containing the fixed asset account assignment codes.

The import will be executed after selecting “Process” from the ring menu.

NOTE: The number of records processed should be 4 times the number of records imported. If any errors occur, make the necessary adjustments as indicated to successfully assign the 4 required General Ledger accounts.

- ☐ 15. Activate the assets to status of “A”, and create the general ledger journal entry of the posting of the assets, select “GL-Post” from the ring menu option of **New Assets & General Maint** under the *Fixed Assets Processing Menu* screen.
- ☐ 16. Output the Fixed Asset Journal entries before posting and verify each Balance Sheet account total to total number of dollars of the corresponding “CLASS” Code of the district initial asset valuation file listing (Valuation Report or District generated asset listing).
- ☐ 17. Select “Y-POST” to post the FAA journal entry to the General Ledger upon reviewing and approving of the initial asset detail.

NOTE: Retain this report in support of the General Ledger detail and for auditing purposes.

APPENDIX A

ORG CODES FOR FIXED ASSETS

8881100 DEPRECIATION-INSTRUCTIONAL
8882100 DEPRECIATION-INSTRUCTIONAL STUDENT SUPPORT
8882200 DEPRECIATION-INSTRUCTIONAL STAFF SUPPORT
8882300 DEPRECIATION-DISTRICT ADMINISTRATIVE
8882400 DEPRECIATION-SCHOOL ADMINISTRATION
8882500 DEPRECIATION-BUSINESS SUPPORT SERVICES
8882600 DEPRECIATION-PLANT
8882700 DEPRECIATION-STUDENT TRANSPORTATION
8882800 DEPRECIATION-CENTRAL OFFICE SUPPORT
8883300 DEPRECIATION-COMMUNITY SERVICES
0008101 DEPRECIATION-FOOD SERVICE
0008201 DEPRECIATION-DAY CARE
0008401 DEPRECIATION-ADULT EDUCATION
810 FIXED ASSET-FOOD SERVICE REVENUE
820 FIXED ASSET-DAY CARE SERVICE REVENUE
840 FIXED ASSET-ADULT EDUCATION SERVICE REVENUE
880 FIXED ASSET-GOVERNMENTAL REVENUE

OBJECT CODES FOR FIXED ASSETS

0740 DEPRECIATION EXPENSE
1930 GAIN/LOSS ON SALE OF ASSET
6201 LAND
6202 ACCUMULATED DEPRECIATION-LAND
6211 LAND IMPROVEMENTS
6212 ACCUMULATED DEPRECIATION-LAND IMPROVEMENTS
6221 BUILDINGS AND BUILDING IMPROVEMENTS
6222 ACCUMULATED DEPRECIATION-BUILDINGS
6231 TECHNOLOGY EQUIPMENT

6232 ACCUMULATED DEPRECIATION –TECHNOLOGY EQUIPMENT
6241 VEHICLES
6242 ACCUMULATED DEPRECIATION -VEHICLES
6251 GENERAL EQUIPMENT
6252 ACCUMULATED DEPRECIATION -GENERAL EQUIPMENT
6261 CONSTRUCTION WORK IN PROGRESS
6262 ACCUMULATED DEPRECIATION -CONSTRUCTION IN PROGRESS
6271 INFRASTRUCTURE
6272 ACCUMULATED DEPRECIATION -INFRASTRUCTURE
7531 LEASE OBLIGATIONS
8710 INVESTMENT IN GOVERNMENTAL ASSETS
8711 INVESTMENT IN BUSINESS TYPE ASSETS

APPENDIX B

FIXED ASSET ASCII FILE LAYOUT FOR MUNIS IMPORT

Field Order	BMI FIELD NAME	Munis Field	Start	Stop
1	Asset Num **	Tag #	1	15
2	Asset #	Asset #	16	30
3	Class Code**	Class Code	31	32
4	Desc Code ** (SubClassCode)	Sub-Class	33	35
5	Description	Description	36	75
6	Acquisition Cost**	Acquisition Cost	76	87
7	Serial #	Serial #	88	107
8	Est. Life**	Est. Life	108	110
9	Vendor #	Vendor #	111	116
10	Invoice #	Invoice #	117	128
11	PO NO	PO-NO	129	138
12	PO Date	PO-Date	139	148
13	Acquisition Date**	Acquisition Date	149	158
14	Model #	Model #	159	174
15	Manufacturer**	Manufacturer	175	179
16	Replacement Cost	Replacement Cost	180	191
17	Location ID**	Location	192	195
18	Building ID **	Department	196	200
19	Room Num**	Room #	201	205
20	Status**		206	206
21	Quantity	Quantity	207	212
22				
	All Fields are of Character Type			

NOTES :

- Tag number should be left justified and not padded with blanks.
- Asset number will default to tag number when asset created in MUNIS
- The file should be named upload.txt

** Required fields for successful Import

APPENDIX C

KDE FIXED ASSET CODES

CLASS CODE	CLASS CODE DESCRIPTION	SUB-CLASS CODE	SUB-CLASS DESCRIPTION	ESTIMATED LIFE	Object codes
10	LAND	110	LAND	999	6201
		120	LAND IMPROVEMENTS	20	6211
		130	INFRASTRUCTURE	20	6271
20	BUILDINGS	210	BUILDINGS	50	6221
		220	PORTABLE BUILDINGS	25	
		230	BLDG. IMPROVEMENTS	25	
		240	CARPET/TILE REPLACEMENT	7	
30	TECHNOLOGY EQUIPMENT	310	KETS TECHNOLOGY	5	6231
		320	NON-KETS TECH	5	
		330	COPIERS	5	
40	VEHICLES	410	SCHOOL BUSES	10	6241
		420	OTHER VEHICLES	5	
50	GENERAL	510	ROLLING STOCK	15	6251
		520	FOOD SERVICE	12	
		530	FURNITURE & FIXTURES	20	
		540	AUDIO-VISUAL EQUIPMENT	15	
		550	OTHER	10	

APPENDIX D

KDE STANDARD FIXED ASSET DEPARTMENT CODES

The following guidelines are the minimum requirements for KDE *Standard* Fixed Asset Department codes to be utilized in the MUNIS Fixed Asset Module. (These codes are not to be confused with the department codes in other MUNIS modules.) The Fixed Asset Department codes correlate to the function of the assets and correspond to the major functional category to be reported on the GASB Financial Reports. Districts can track at a more detail level, if desired, but will be responsible for the necessary adjustments within MUNIS related to the department codes used outside of KDE's *Standard* Fixed Asset Department codes.

1100 Instructional

2100 Instructional Student Support Services

2200 Instructional Staff Support Services

2300 District Administrative

2400 School Administrative Support Services

2500 Business Support Services

2600 Plant Operations and Maintenance

2700 Student Transportation

2800 Central Office Support Services

3100 Food Services

3200 Day-Care ***

3300 Community Services Operations

3400 Adult Education***

Note: Each district should provide to the valuation team, a map identifying corresponding room number and department code for those buildings that have multiple functions, such as the central office. (The majority of assets in schools will fall under 1100 Instructional.) Complete department code information will require less modification of the data upon importing into MUNIS.

*** For GASB 34 statement reporting purposes, Day-Care and Adult Education assets should only be classified under 3200 and 3400, if their operations are to be reported as Proprietary, otherwise such assets should be classified as 3300 Community Services under Governmental Funds and identified as Day-Care or Adult Education with the custodian code.